

Notice to Parents (and students 18 years or older)

Regarding Release of Educational Records

Under federal law (the Family Educational Rights and Privacy Act), this school district must obtain your written consent before we disclose personally identifiable information from your child's your education records. This school district, however, may release some information, known as "directory information," without your prior written consent, unless you have asked us not to do so.

The primary purpose of releasing directory information is to allow this school district to include this type of information from your child's educational record in certain publications, such as playbills, yearbooks, honor rolls or recognition lists, graduation programs, and sports-activity sheets.

We have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date and place of birth
- Dates of attendance and grade level
- Other information that you consider to be directory information

If you do not want this school to release any or all of this information without your prior written consent, please use the attached form to notify us as to which information should not be released without your prior written consent. This form must be submitted by [date], and it will be in effect until the beginning of the next school year.

In addition, under federal law, parents may request that this school district not release the name, address, and telephone listing for your child, without your prior written consent, to military recruiters or institutions of higher education. Please use the attached form to do so if you wish. This form must be submitted by [date], and it will be in effect until the beginning of the next school year.

Sample Form

Request to Withhold Selected Student Information [Parents, Guardians, Students over 18]

Please **do not** release the following directory information without my prior written consent about:

Name of student/students:

- Student's name
- Participation in officially recognized activities/sports
- Address
- Telephone listing
- Weight & height of members of athletic teams
- E-mail address
- Photograph
- Degrees, honors, awards
- Date & place of birth
- Dates of attendance & grade level
- Other information that you consider to be directory information

Parent/Legal Guardian:
(or student 18 or older)

Signature & Date:

Please **do not** release the name, address, or telephone listing without my prior written consent about:

Name of student/students:

To:

_____ Military Recruiters
_____ Institutions of Higher Education

Parent/Legal Guardian:
(or student 18 or older)

Signature & Date:
